



VISVA-BHARATI
SANTINIKETAN

NOTIFICATION

**Sub: User charges and terms & conditions for use of auditorium
and seminar hall of Bangladesh Bhavana**

The undersigned is to convey that the competent authority, on recommendation of the Facility Management Committee for Bangladesh Bhavana, has been pleased to approve the following user charges and terms & conditions for use of the auditorium and the seminar hall of Bangladesh Bhavana.

Memo no Estate/BB/176/19-20
Date: 09.07.2019
Enclo: As stated

Registrar
Visva-Bharati

Copy to:

1. Directors/ Principals / HODs/ In-charge of all Bhavanas/ Departments/ Sadanas etc
2. Finance Officer, V.B.
3. Joint Registrars/ Deputy Registrars / Assistant Registrars of all administrative Offices.
4. University Engineer
5. Joint Registrar (Accounts), V.B.
6. Chief Security Officer, V.B.
7. C.S to the Vice-Chancellor, V.B.
8. Assistant Registrar, Public Relations, V.B.
9. Assistant Registrar (Meeting Section). V.B.
10. Email Administrator, Computer Centre, V.B - Kindly upload the notice on Visva-Bharati web-site for wide circulation.

Registrar
Visva-Bharati

Annexure to

Estate / BB / 176 / 19-20

Dated 9/7/2019



User charges for use of Bangladesh Bhavana Auditorium

Sl. No.	Particulars	University Bhavanas, Centres, Departments					Other Organizations (only Academic Programmes)
		Academic Programmes (Seminar, Conference, workshop etc)			Students Programme organized by Students bodies (Except Navin Baran, farewell programme and other cultural programmes)		
		Science, Agricultural Science, etc		Other than Science			
		Externally funded (by DST, UGC etc)	Internally funded (by the University)				
1	Up to four hours	12,500.00	7,500.00	4,000.00		2,500.00	14,000.00
2	Up to eight hours	23,000.00	12,000.00	6,500.00		4000.00	25,000.00

User charges for use of Bangladesh Bhavana Seminar Hall

1. Upto four hours -Rs 2000/- for each segment of the seminar hall
2. Upto 8 hours -Rs 4000/- for each segment of the seminar hall

Note:

(1) Programmes organized/recommended by the Bangladesh Bhavana Gov't may be exempted from paying user charges as per the MOU between the Bangladesh Gov't and Visva-Bharati.

(2) **Refundable Caution Money:** Other organizations shall pay (in DD / Pay Order in favour of Accounts Officer, Visva Bharati, payable at Santiniketan) an additional amount at the rate of 25 percent of the user charges as caution money deposit which will be refunded within 7 working days from date of hand over of the premises to the Visva Bharati. Any damage caused by the permitted users to the furniture and fitting of the premises shall be recovered from the Caution Money Deposit. And if the amount of damage caused is more than the Caution Money Deposit then the balance amount shall be borne by the permitted users.

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Annexure to


Estt/BB/176/19-20

Dated 9/7/19

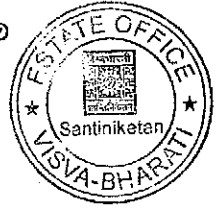


Terms & conditions for use of auditorium and seminar hall of Bangladesh Bhavana

1. "Premises" in this terms and conditions shall mean the auditorium and seminar hall of Bangladesh Bhavana
2. User Charges include maintenance costs, electricity bill, Govt taxes and duties (if applicable) etc.
3. The premises cannot be used for any purpose other than for which it has been permitted.
4. The premises cannot be sublet / assigned to any other person or body by the permitted user.
5. Monetary Value of any damage caused by the permitted user to any furniture and fitting of the premises shall be recovered from such user. In addition, such user may be debarred from using the premises in future.
6. In no case, any political party, club, commercial organization etc shall be permitted to use such premises.
7. Other organization will mean recognized School, College, University, Gov't organization, Santiniketan Trust, recognized Associations / Trusts / Committees associated with Visva-Bharati etc.
8. The user shall ensure sanctity and cleanliness of the premises shall also observe pollution norms like sound limit, waste disposal etc.
9. Use of alcoholic drinks, narcotic drugs, khaini, gutka etc. are strictly prohibited within the premises. Any person found using such items will be spot fined with an amount of Rs 500.00 (Rupees five hundred only). In addition, such person may be asked to clean up the premises and or bear the cost of cleaning / mopping etc.
10. Display of commercial advertisements (like signboard, poster, banner etc.) shall not be normally permitted. Banners, posts showing sponsorship can be used only within the permitted area. However, such permission will not be given beyond the boundary wall/fencing of the said premises.
11. Cooking, littering, dining inside the premises shall be strictly prohibited. Only precooked food items can be served in designated places ensuring complete cleanliness and hygiene.
12. The user shall ensure that antisocial elements, drunken persons etc. do not enter into the premises during the programme and shall also report at once to the Watch & Ward, V.B. any disturbance or anti-social activity.
13. Parking of cars and two-wheelers is not guaranteed. Only a limited number of cars/two-wheelers belonging to VIPs/ organizations can be parked in a disciplined way inside the premises of Bangladesh Bhavana. Others cars/two-wheelers shall be parked at designated parking areas of the University against parking fees if required.
14. No ticket/entry passes shall be sold against money for entering into Bangladesh Bhavana auditorium and seminar hall for any programme organized by the permitted users.


 9/7/19

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Estate/BB/176/19-20
Dated 9/7/2019



Process of use:-

1. Application in the prescribed Form shall be addressed to the Registrar, Visva-Bharati and submitted at Estate Office V.B.
2. Estate Office after proper scrutiny, shall forward the application to the Registrar, Visva-Bharati with necessary comments or recommendations.
3. The Registrar, Visva-Bharati may accept or reject the application and send back to Estate Office.
4. On approval of the Registrar, Visva-Bharati, Estate Office shall fill up the relevant portions of the Form showing description of the user, charges, deposit of caution money etc and send it to the Accounts Office in duplicate.
5. Estate Office shall issue instruction to the person or agency entrusted with the upkeep & maintenance of Bangladesh Bhavana auditorium and seminar hall.

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8/7/19